

ELECTRONIC BALLOTING PROCESS

A Helpful Guide



Fenestration & Glazing
Industry Alliance

STEP 1 – E-MAIL

The voting representative for your company will receive an e-mail with the following information included in it:

1. Ballot information (name of group receiving ballot, draft information, ballot “due by” date)
2. A link to the ballot (which has a link to the draft)

STEP 1 cont. – E-MAIL

The E-Mail Notification will always include three sections of information:

1) GENERAL BALLOT INFORMATION

FGIA Field Test and Forensic Investigation Document Update Task Group Ballot-Voting Member,

Your vote is needed on the new document, "Quality Assurance and Diagnostic Water Leakage Check of Fenestration Products Using the Sill Dam Evaluation Method."

2) DUE DATE

Please review the draft and submit your vote by **Friday, August 11th.**

As a reminder, any comments submitted must also include a reason and provide alternate language.

3) A LINK TO REVIEW THE DRAFT & SUBMIT YOUR VOTE

Access Document and Ballot

STEP 2 – CLICK THE LINK

- Either click on the link found within the ballot or copy and paste the hyperlink into your internet browser

Access Document and Ballot

- The website containing the ballot and draft for review will then appear

FGIA Ballot 23-1039
New Document: Quality Assurance and Diagnostic Water Leakage
Check of Fenestration Products Using the Sill Dam Evaluation Method
Field Test and Forensic Investigation Document Update Task Group Voter

Review the following draft open for comment:
[XXX Draft #2, Dated 4/2/23](#)

*1. Do you approve of the changes to the new evaluation method, "Quality Assurance and Diagnostic Water Leakage Check of Fenestration Products Using the Sill Dam Test Procedure," Draft #2?

Approve
 Abstain
 Approve with Comments
 Disapprove with Comments
 Abstain with Comments

Please provide your comments here

2. Please enter your contact information.

Name
Company
Email Address

Comment Instructions

- If you would like to discuss any of the ballot items, please contact FGIA staff.
- If you have extensive comments on this ballot, please prepare your comments in a Word or PDF file and send them Ballots@fgiaonline.org.

Contact Information
FGIA Technical Standards Coordinator
847.503.6569 EXT. 106
Ballots@fgiaonline.org

STEP 3 – REVIEW THE DOCUMENT

- Click on the link within the ballot page to open the balloted document in your browser

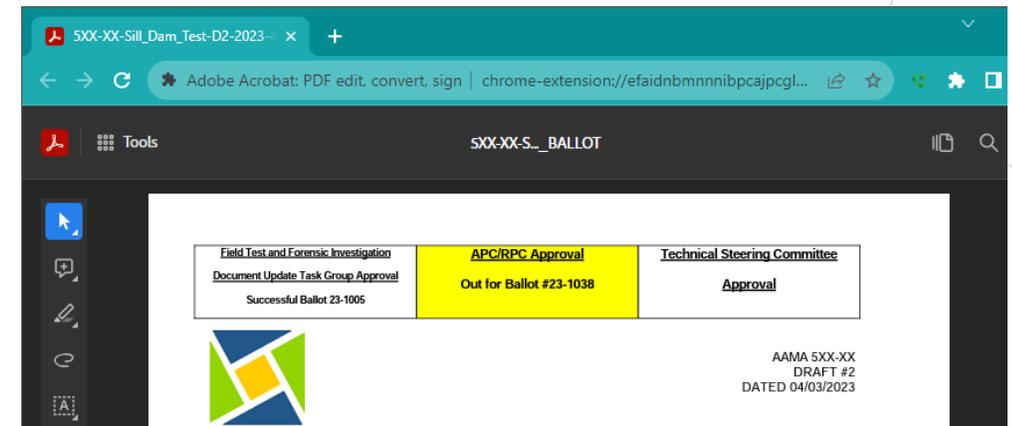
FGIA Ballot 23-1038

New Document: Quality Assurance and Diagnostic Water Leakage Check of Fenestration Products Using the Sill Dam Evaluation Method

Field Test and Forensic Investigation Document Update Task Group Voter

Review the following draft open for comment:

[XXX, Draft #2, Dated 4/3/23](#)



STEP 4 – VOTE

- Select your vote. If you want to include comments (which you should when voting approve, disapprove or abstain with comments), enter your text into the box provided.

* 1. Do you approve of the changes to the new evaluation method, "Quality Assurance and Diagnostic Water Leakage Check of Fenestration Products Using the Sill Dam Test Procedure," Draft #2?

- Approve
- Abstain
- Approve with Comments
- Disapprove with Comments
- Abstain with Comments

Please provide your comments here

STEP 4 cont. – VOTE

- Enter your contact information along with your vote.

2. Please enter your contact information.

Name	<input type="text"/>
Company	<input type="text"/>
Email Address	<input type="text"/>

- Click to submit your response (ONLY ONCE!)

Submit Vote and Comment(s)

When you see this flash across the top of your browser, your vote has been placed.



Thank you for taking this survey.

COMMON PROBLEMS

- When you see this at the top of the screen, you have already participated in that ballot/survey.

 You have already taken this survey

- If you'd like to review/change your response, please contact staff at Ballots@FGIAonline.org.

GENERAL INFORMATION

- If internet access is unavailable, contact FGIA staff for an alternate form of ballot.
- Update your email address with the FGIA staff regularly.
- Provide your direct e-mail address and not a general company email address if possible.
- Always respond to all email ballots you receive.
- If you have extensive comments on the ballot, please prepare your comments in a Word or PDF file and send them Ballots@FGIAonline.org.
- The length of time the ballot is open is dependent on the group receiving the ballot.
 - Task Group and Committee ballots are open for 14 days.
 - Product Council ballots can be open for 14, 21 or 28 days.



Questions? Contact Us

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